

# MONROE COUNTY

## JOB DESCRIPTION

<b>Position Title:</b> ATTENDANT		<b>Date:</b> 04/16/02
<b>Position Level:</b> 6	<b>FLSA Status:</b> Nonexempt	<b>Class Code:</b> 6-4

### GENERAL DESCRIPTION

Primary function is to assist the elderly residents in their activities of daily living. Reports directly to the Bayshore Manor Sr Administrator.

### KEY RESPONSIBILITIES

1. \*Supervise and log self-administered prescribed medications.
2. \*Prepare, serve and clean up dining area and wash dishes after meals.
3. \*Make beds and keep resident rooms in order as well as laundering residents linens and clothes.
4. Drive and accompany residents to medical appointments.
5. \*Observe residents for any physical, mental or emotional changes.
6. \*Supervise and/or give baths to clients.
7. \*Obtain vital signs of residents.
8. \*Participate in regularly scheduled fire evacuation drills.
9. \*Responsible for toileting and/or changing incontinent residents as needed.
10. \*Assist with or dress residents as needed.
11. Maintain various daily logs.
12. Rotate daily prepared frozen foods.
13. \*Interact with and conduct resident activities on site as well as off-site.
14. Vacuum carpeted areas.
15. Complete required documentation of care and service.
16. \*Maintain locks, alarms and other safety measures.
17. Other duties as assigned.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Vocational or other technical school, certification, training or apprenticeship required beyond high school.
<i>Experience:</i>	2 to 3 years.
<i>Impact of Actions:</i>	Decisions and impact are limited to decisions and planning within a small work group or project team.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
<i>Communication with Others:</i>	Requires regular contact within the department and with other departments, outside agencies and the general public, supplying or seeking information.
<i>Managerial Skills:</i>	Involves no responsibility or authority for the direction of others.
<i>Working Conditions/Physical Effort:</i>	Work requires physical exertion and/or physical strain and regular exposure to body fluids and substances. Works varied shifts and days.
<i>On Call Requirements:</i>	On Call 24 hours pending disasters.
<i>Other:</i>	Certified Nurse's Assistant, Valid Florida Drivers License, CPR certified, First Aid certified, Defensive Driving Certified, Aids Education Certified, Personal Hygiene Certified and Professional Food Management Certified, Florida State certified to supervise medications.

<b>APPROVALS</b>		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_